



DISTRICT COUNCIL

Despatched: 30.10.13

CABINET

07 November 2013 at 7.00 pm
Conference Room, Argyle Road, Sevenoaks

AGENDA

Membership:

Chairman: Cllr. Fleming Vice Chairman: Cllr. Ms Lowe
Cllrs. Bosley, Hogarth and Ramsay

	<u>Pages</u>	<u>Contact</u>
Apologies for Absence		
1. Minutes Minutes of the meeting of the Cabinet held on 12 th September 2013.	(Pages 1 - 6)	
2. Declarations of interest Any interests not already registered		
3. Questions from Members (maximum 15 minutes)		
4. Matters referred from Council None		
5. Matters referred from the Audit Committee and Scrutiny Committee (Paragraph 5.20 of Part 4 (Executive) of the Constitution)		
6. Recommendations from the Cabinet Advisory Committees (a) Corporate Plan (<i>Strategy and Performance Advisory Committee – 8th October 2013</i>) (b) Annual Review of Parking Charges for 2014/15 and Christmas Parking 2013 (<i>Economic and Community Development Advisory Committee – 24th October 2013</i>) - To Follow	(Pages 7 - 8)	
7. Corporate Plan	(Pages 9 - 32)	Lee Banks Tel: 01732

8. **The Annual Review of Parking Charges for
2014/15 and Christmas Parking 2013**

(Pages 33 - 50)

227161
Gary Connor
Tel: 01732
227310

EXEMPT ITEMS

(At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.)



Indicates a Key Decision



indicates a matter to be referred to Council

To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to enquire of the appropriate Contact Officer named on a report prior to the day of the meeting.

Should you require a copy of this agenda or any of the reports listed on it in another format please do not hesitate to contact the Democratic Services Team as set out below.

For any other queries concerning this agenda or the meeting please contact:

The Democratic Services Team (01732 227241)

CABINET

Minutes of the meeting held on 12 September 2013 commencing at 7.00 pm

Present: Cllr. Fleming (Chairman)

Cllrs. Hogarth, Ms. Lowe and Ramsay

Apologies for absence were received from Cllrs. Bosley

Cllrs. Mrs. Davison, Dickins, Mrs. Hunter, Scholey and Searles were also present.

19. Minutes

Resolved: That the minutes of the meeting of the Cabinet held on 9 July be approved and signed as a correct record.

20. Declarations of interest

There were no additional declarations of interest.

21. Questions from Members (maximum 15 minutes)

There were no questions from Members.

22. Matters referred from Council

There were no matters referred from Council.

23. Matters referred from the Audit Committee and Scrutiny Committee (Paragraph 5.20 of Part 4 (Executive) of the Constitution)

There were no references from the Audit Committee or Scrutiny Committee.

24. Recommendations from the Cabinet Advisory Committees

- (a) Grants to Voluntary Organisations – Amendments to Guidelines (*Economic and Community Development Advisory Committee – 18 June 2013*)

This was considered at Minute 25.

- (b) Annual Treasury Management Report 2012/13 (*Finance and Resources Advisory Committee – 29 August 2013*)

This was considered at Minute 26.

- (c) Procurement Strategy Update (*Finance and Resources Advisory Committee – 29 August 2013*)

This was considered at Minute 28.

25. Grants to Voluntary Organisations - Amendments to the Guidelines

The Portfolio Holder for Economic and Community Development introduced a report recommending minor changes to the Council's Community Grant Scheme guidelines in order to streamline the application process, place greater emphasis on volunteering and ensure that that the scheme did not subsidise statutory services provided by the voluntary sector for other authorities under commissioning or other contract arrangements.

The Council's Community Grant Scheme helped voluntary organisations who provided services for residents of the District and contributed to relevant priorities set out in the Community Plan. The total budget available for distribution in 2013/14 was £153,331, including £98,540 for the Citizens' Advice Bureaux (CABx). Funding for the CABx was subject to a three year Service Level Agreement from 1 April 2012 to 31 March 2015. The grant budget was agreed as part of the annual budget setting process.

The changes being recommended to the guidelines were:

- The scheme's priorities to now include an increased emphasis on supporting volunteers and volunteering;
- One application form for all applications, to be completed electronically. Previously there were two application forms, one for funding up to £500 and one for funding over £500, up to £5,000.
- Compulsory performance indicators were suggested for all applications:
 - For applications up to £500:
 - (a) Number of residents benefiting from the grant;
 - (b) Number of volunteers benefiting from the grant;
 - For applications over £500 and up to £5,000:
 - (a) And (b) above, plus at least three additional appropriate indicators.
- Applicants may not apply for funding for projects, services or activities that their organisation were already delivering in the District as part of an existing contract or service level agreement with another funder.
- In addition, a minimum application amount of £100 was suggested. The maximum application amount remains unchanged, at £5,000;

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That the proposed Community Grant guidelines as set out in Appendix 1 to the report be agreed.

26. Annual Treasury Management Report 2012/13

The Portfolio Holder for Finance and Resources introduced a report providing an overview of investment activity during 2012/13 as required by the Council's Financial Procedure Rules. The report outlined the strategy adopted during the year, showed the position of the investment portfolio at the beginning and end of the year and gave details of how the fund performed in comparison with the previous years and various benchmarks.

The Portfolio Holder for Finance and Resources reported that 2012/13 had been a challenging year in terms of both the economic conditions and the investment environment. Ever since the financial crisis of 2008, the Council had adopted a very cautious investment approach. The consequences had been to restrict the number of counterparties to whom the Council had been prepared to lend and the acceptance of lower rates of return than otherwise could have been achieved.

The Portfolio Holder was pleased to report that the interest budget had been exceeded by approximately £117,000 and that the return on the fund exceeded the recognised benchmarks.

The Chief Finance Officer reported that recovery of the Icelandic investment was on-going and, so far, three dividend payments had been received totalling approximately 50% of the outstanding amount.

The Leader of the Council reported that he had been approached by the manager of the new Sevenoaks branch of Handelsbanken which was offering attractive interest rates.

The Cabinet thanked Officers for exceeding the anticipated return on the Council's investments.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That the Annual Treasury Management Report for 2012/13 be approved.

27. Financial Prospects and Budget Strategy 2014/15 and Beyond

The Portfolio Holder for Finance and Resources introduced a report setting out the major financial pressures the Council was likely to face over the next ten years, together with a proposed strategy for setting a balanced and sustainable budget for 2014/15 and beyond. The Council had an excellent track record in identifying, planning for and

addressing financial challenges. In light of the challenging financial position facing all authorities three years ago, for 2011/12 the Council produced a 10-year budget together with a four-year savings plan for the first time.

The Portfolio Holder reported that this would be the fourth year of using the current Business and Financial Planning Strategy that included the 10-year budget which had proved successful to date and put Sevenoaks District Council in a much stronger financial position than many other Councils.

The assumptions presented to Cabinet used the latest information available and were intended to start the debate. The assumptions would be updated as more accurate information became available during the process.

The overall emphasis was on building on the strong framework provided by the 10-year budget, whilst taking into account any new Government funding and policy announcements as well as changes in the economy that had an impact on budget assumptions. The report also provided Members with the proposed timetable for the budget setting process.

The Leader of the Council reported that the Government was considering two options for the New Homes Bonus. Option (a) was a 40% top slice from the funding received by all Authorities. This was the 'worst case scenario' for SDC and was the option that would be reflected in the budget. Option (b) was that County Councils would lose 100% of their New Homes Bonus and the District Council proportion would be cut by 18.9%. The New Homes Bonus had been intended to support local councils in providing services to local people. The consultation was on-going and no decisions had been taken.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That:

- (a) The ten-year financial planning approach and principles set out in the report be endorsed;
- (b) The Advisory Committees be requested to review Service Plans and advise Cabinet of possible growth and savings options;
- (c) Officers be requested to continue to review the assumptions in the report and report back to Cabinet on 5 December 2013; and
- (d) The budget timetable set out in Appendix A be noted.

28. Procurement Strategy Update

The Portfolio Holder for Finance and Resources introduced a report setting out the updated Procurement Strategy. The Council's current Strategy was adopted in September 2010. Since this time the Council's Officer Procurement Group had kept the Strategy under review to ensure it continued to comply with relevant legislation and best practice in procurement as well as supporting the Council in meeting its priorities.

Minor amendments had been made to more accurately reflect the role of the Council's Officer Procurement Group. The design and layout of the Strategy had also been updated to align with other policy and strategy documents and to improve the readability of the document.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That the updated Procurement Strategy be adopted.

29. Performance Report

Members considered a report summarising the overall performance within each Portfolio Holder's area of responsibility against indicators and targets agreed by Cabinet in July 2013.

The Head of Transformation and Strategy reported that 80% of indicators were on target however, there were four indicators that were currently performing 10% or more below target and therefore in the 'red' category.

The Leader of the Council noted that a number of the targets had only been missed by a small amount. However, the number of missed refuse collections was important as the refuse service was a key universal service that the Council provided to every resident of the District. This service therefore needed to be gold standard.

The Cabinet discussed the 'red' indicators relating to the Planning Service and agreed that these should be referred to the relevant Cabinet Advisory Committee.

Resolved: That the indicators relating to Planning Performance be referred to the Environment and Local Planning Advisory Committee for further investigation.

THE MEETING WAS CONCLUDED AT 7.30 PM

CHAIRMAN

This page is intentionally left blank

RECOMMENDATIONS FROM THE CABINET ADVISORY COMMITTEES

- a) Draft Corporate Plan (Strategy and Performance Advisory Committee – 8 October 2013)

The Head of Transformation and Strategy introduced the [draft Corporate Plan](#) explaining that the Plan was primarily designed as an internal document to provide both Members and Officers with clarity about the future direction of the Council. The document would also be made publically available and shared with other organisations such as the Council's external auditors. The majority of the draft content had a focus on the Council's Promises and was intended to be very clear in what the Council had achieved over the past two years and what it aimed to achieve in the coming years.

Members reported that they felt the new format for the Corporate Plan was striking and eye catching. A Member suggested that the Plan should include new, more up-to-date photographs of the Portfolio Holders.

The Chairman reported that the draft Corporate Plan would be considered by Cabinet on 7th November 2013 and asked Members to provide any feedback before this date.

Resolved: The draft corporate plan be noted and Members provide suggestions for areas for improvement to the Leader of the Council to enable him to present a revised and updated version to Cabinet for its consideration.

- b) The Annual Review of Parking Charges for 2014/15 and Christmas Parking 2013 (Economic and Community Development Advisory Committee – 24 October 2013)

Minute to follow.

This page is intentionally left blank

CORPORATE PLAN

Cabinet – 7 November 2013

Report of Chief Executive

Status: For Consideration

Also considered by: Strategy & Performance Advisory Committee – 8 October 2013

Key Decision: No

This report supports the Council’s promise to provide value for money

Portfolio Holder Cllr. Fleming

Contact Officer(s) Lee Banks, Ext 7161.

Recommendation to Cabinet:

- (a) To consider the Draft Corporate Plan and provide suggestions for areas for improvement; and
- (b) Subject to any improvements suggested by Members being made, approve the adoption of the Corporate Plan and delegate responsibility to the Leader of the Council to approve any final amendments.

Reason for recommendation: To ensure the Council has a clearly set out Corporate Plan which sets out what the actions the Council will take to make further progress on the Promises it has made to residents and local businesses in the coming years.

Introduction and Background

- 1 The Corporate Plan is a document used by local authorities to articulate how they will deliver the vision and priorities set out by Members. The Corporate Plan is primarily designed as an internal document to provide both Members and officers with clarity about the future direction of the Council. The document will however be made publicly available and shared with other organisations such as the Council’s external auditors.
- 2 The vision for the new Corporate Plan for Sevenoaks District Council was to be more modern in its design and although focussed on an internal audience to make it more meaningful for residents. The draft content for the Plan does reference the main features that help the organisation to work and to deliver its services to a high quality. However, the majority of the draft content has a focus on the Council Promises and is intended to be very clear in what the Council has achieved over the last two years and what more it aims to achieve in the coming years.

Agenda Item 7

- 3 In response to this changing focus it is considered important that Members consider the draft Corporate Plan to ensure what is being proposed delivers on the ambitions set out in paragraph 2.

Draft Corporate Plan

- 4 The draft Corporate Plan is attached at Appendix 1 to this report. The draft Corporate Plan was considered by the Strategy & Performance Advisory Committee at their meeting on 8 October 2013. Members of the Committee were broadly supportive of the draft document but recommended that new photographs of Portfolio Holders were included in the final document. Arrangements have been made for new photos to be taken and these will be included in the final document.
- 5 Portfolio Holders and Deputy Cabinet Members have also been consulted on the content of the draft corporate plan. An update on any recommendations made by Members will be provided as a verbal update at the Cabinet meeting.
- 6 Subject to any final revisions or improvements put forward by Members being incorporated it is proposed that Cabinet approve the adoption of the Corporate Plan and delegate authority to the Leader of the Council to approve any final amendments prior to the document being published.

Other Options Considered and/or Rejected

- 7 None.

Key Implications

Financial

There are no financial implications arising from this report. Delivery of the Corporate Plan and the commitments it sets out will be achieved within the existing financial plan.

Legal Implications and Risk Assessment Statement

There are no legal implications from this report. The risk of not having a properly considered and documented Corporate Plan may result in resources being directed at areas that are not a priority for the Council.

Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	There are no equality impacts arising from this report.
b. Does the decision being made or recommended through this paper have the potential to	No	

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
promote equality of opportunity?		
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		Not applicable.

Conclusions

The Draft Corporate Plan is presented to Members to consider and to provide suggestions for improvements to ensure that the focus of the document and the commitments made within it are appropriate and priority areas for the Council.

Appendices

Appendix 1 – Draft Corporate Plan

Background Papers:

None.

**Dr Pav Ramewal
Chief Executive**

This page is intentionally left blank

Sevenoaks District Council
Corporate Plan

01

Introduction

We are determined to ensure Sevenoaks District Council is an organisation each and every one of our residents and businesses can be proud of.

By understanding what is important to you we will ensure the council is focussed on doing the things you need. We will cut down on the things that aren't so important and be a council that you can trust to make improvements in the right areas.

Our ambitions will not be tempered by the heavy handed reductions in funding that we have endured since 2010 as the UK looks to balance its books. Instead we will innovate and seek not only new ways of working but new ways of making the money we do have grow and work better for you.

We will need council tax and business rates to be paid and at times these bills will need to increase to match the demands you place up on us. In return we will remain customer focussed and determined to ensure all of the services we deliver are of the highest quality.

This Corporate Plan tells you about the type of organisation we are and sets out the actions we will take to deliver on our vision and our promises to you over the next two years. It will help us to build on our successes and push us on to break new ground and reach new heights in the quality of the services we deliver to you.



A white handwritten signature of Cllr Peter Fleming on a purple background.

Cllr Peter Fleming
Leader of Sevenoaks District Council

A white handwritten signature of Dr. Pav Ramewal on a purple background.

Dr. Pav Ramewal
Chief Executive, Sevenoaks District Council

022

Your Council

Between 2010 and 2015 when this plan reaches its end our reduction in funding from government will have exceeded 50%. This has posed significant challenges, but challenges we have faced head on.

This has only been possible because of strong political leadership and a unique work place culture where staff have embraced change.

To get us to where we are today, as one of the best ranked local authorities in the country with Gold Standard Investors in People and resident satisfaction levels pushing 70% we have tried, tested and trusted plans.

Our plans help us to manage our money, people and other assets to deliver on the promises our Council makes to residents and businesses.



Central to the council's success is its belief in customer service and the empowerment of its staff.

'The customer is anyone who isn't me' is everyday language and known by all of the staff. It drives us to value every interaction with our customers and leads us to challenge the way we deliver our services to ensure the customer is at the heart of everything we do.

Where we get it wrong we have an open and transparent complaints process. And where complaints highlight our shortcomings or errors we work quickly to learn those lessons and improve our approach to customers and the way we deliver that service.

As a service provider the quality of our services is very much dependent on the

quality of the people that deliver them. We seek to employ candidates that understand our culture, that believe in customer service and have a desire to learn and improve. In return we have a keen focus on staff development through empowerment. We trust our staff to take decisions, to take informed risks and to innovate. We don't look to blame, but instead focus on what can be done differently next time.

This approach has allowed us to reduce our budgets and our workforce whilst seeing improvements in productivity, performance and satisfaction with services. (Turn into a graphic)

For more information about the Council's customer standards, plans and strategies visit the Council website at www.sevenoaks.gov.uk

03

Money Matters

Financial management is one of our greatest strengths. We were the very first in local government to introduce a ten year budget framework, a tool that allows us to plan our finances over the long term and removes the need for knee jerk decisions when our government support is reduced or our income levels decline.

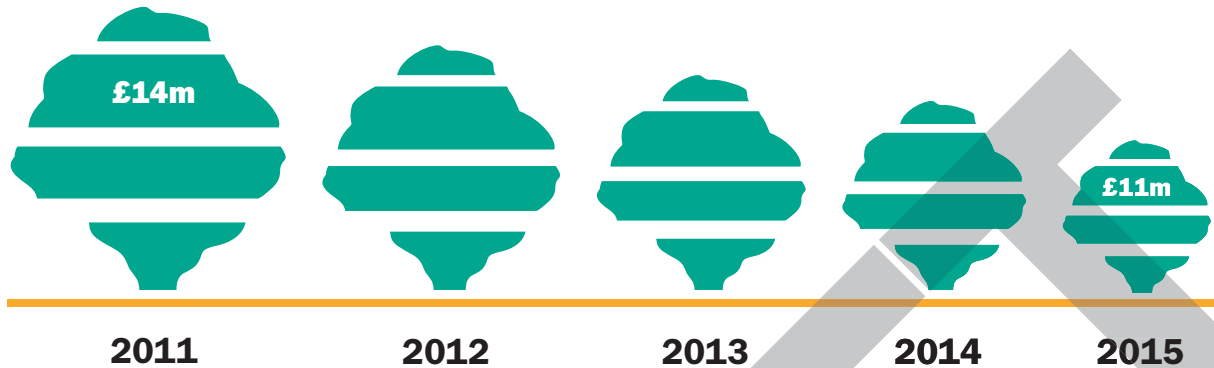
Our budget assumptions are reviewed each year and Cabinet Members take responsibility for ensuring any growth in budgets is identified and counter balanced by sufficient savings. Cabinet is supported by our Advisory Committees who can highlight additional areas of growth and help identify new opportunities for savings. Our Scrutiny Committee is able to call-in Cabinet decisions to help the Council to sustain a balanced 10 year budget.

Since 2011 we have delivered savings in excess of £4 million. The savings plan took the bold decision to deliver significant up front savings. By making on going savings from our budget in the first year of our savings plan we prevented the need for an additional £2.5 million in savings had those early decisions not been made.

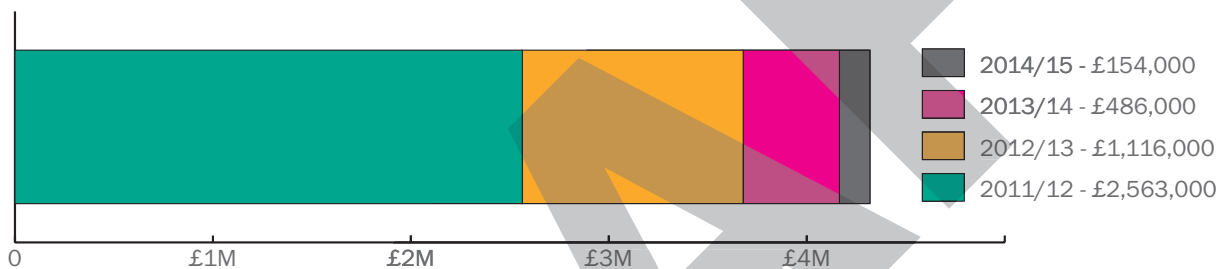
Our Financial Management practices support our promise to deliver value for money and have been recognised by peers and external auditors as some of the best in local government.

Budgets

Budget Chart 2010 - 2015



Savings – £4.3m between 2011 and 2014



Average Council Tax - 2011/12 to 2013/14

2011/12 - £181.89 (£3.50 per week)
 2012/13 - £181.89 (£3.50 per week)
 2013/14 - £185.49 (£3.57 per week)

We have worked extensively to deliver savings in excess of £4m in the last three years but we have also been investing and protecting the most valued services.

We have...

- Bought a successful Torch Really and Paralympic Cycling events to the District in 2012
- Continued the Community Grant Scheme which awards £250k annually to voluntary and community groups
- Continued to collect all of your rubbish and recycling each and every week

- Worked hard with partners to keep levels of crime amongst the very lowest in the County
- Strengthened our approach to supporting business and bringing new businesses in to the District
- Secured £1.8m of funding to support rural businesses through the West Kent Partnership
- Pioneered a unique HERO Service, supporting 100's of residents with their housing and work needs

04

Vision & Promises

Our vision for Sevenoaks District is **'to sustain and develop a fair, safe and thriving local economy'**.

We want to ensure that Sevenoaks District remains a great place to live, work and visit and to help us achieve this we have made five promises to the District, these are:



To provide value for money



To work in partnership to keep the district of Sevenoaks safe



To collect rubbish efficiently and effectively



To protect the Green Belt



To support and develop the local economy

The following pages set out what these promises mean, what we have done so far to meet them and what we will be doing next.



Promise 4: Protecting the Green Belt

Our Promise 1



Providing value for money



Cllr Brian Ramsay
Portfolio Holder for
Finance & Resources

What does it mean?

Keeping costs low whilst delivering the services that people want at the best quality

Track Record

We were rated by the Audit Commission as being in the top two per cent of all Council's for delivering value for money.

Our external auditors continue to praise our approach to value for money and have highlighted our 10 year budget, 4 year savings plan and impact assessments for all of our savings as best practice.

Over the last two years we have:

- Saved £400,000 a year by providing our services in partnership with other Councils. This includes audit, anti-fraud, council tax, business rate and benefit services, Environmental Health services and the Licensing service
- Reduced costs by sharing management and staff in services such Building Control, CCTV and Parking
- Shared our office space with partners including the Police and Kent County Council
- Transferred services to community groups to ensure their future, including minibuses, youth services and the ever popular family fun days
- Reduced our workforce, changed staff terms and conditions and reduced the number and cost of senior managers

Future plans

We will continue to make cost reductions and savings in the way we deliver our services. And to protect the services that you tell us are important to you from the impact of on going cuts to our funding we are determined to break new ground, seek new ways of working and find new ways to raise income.

We will...



Improve our website and allow those residents that want to self serve to do so



Continue to investigate working in partnership and sharing our services with others



Move towards a paperless office making us increasingly efficient



Raise income from letting out vacant space in our offices



Invest in land and buildings that can increase our income



Be prepared to borrow at low rates of interest to enable investments that generate good levels of return

Statistics and Comments to be highlighted in design elements of the pages:

Council Tax has increased by just 1.98% since 2011

All of your District Council services for £3.57 per week



Our Promise 2

Keeping the District Safe



Cllr Michelle Lowe

Portfolio Holder for
Housing, Welfare &
Community Safety

What does it mean?

Working with the Police and others to prevent crime, address anti social behaviour and make the District a safe place to live, work and travel.

Track Record

The Community Safety Partnership has been working to reduce crime across Sevenoaks District for the last 10 years, making it one of the safest places to live in the UK.

But we are not complacent. We know a lot about crime that occurs in the District and we work hard with others to try and prevent it.

Over the last two years we have:

- Worked more closely with the Police, including providing a Police Station and dedicated Community Safety Unit within the Council Offices
- Worked with communities through PACT panels to address issues of crime in local areas
- Investigated and addressed more than 350 reports of anti social behaviour across the District
- Supported local people to address speeding vehicles through the Speed Watch scheme
- Improved technology in our CCTV room to reduce costs and ensure more of the people committing crime can be identified

Future plans

We will continue to improve the way we work in partnership to reduce crime across the District. And through our Community Plan and Community Safety Action plan we have set out clear actions to reduce keep the District safe.

We will...



Tackle anti social behaviour, including fly-tipping and graffiti



Deliver a low crime rate across the District



Support vulnerable and repeat victims of crime and anti social behaviour



Tackle speeding vehicles and improve safety for all road users including pedestrians and cyclists



Work with partners Council to assist the 101 "Troubled Families" identified across Sevenoaks District

For more information about Keeping the District Safe please visit www.sevenoaks.gov.uk/communityplan and www.sevenoaks.gov.uk/communitysafety

Statistics and Comments to be highlighted in design elements of the pages:

Less than 5,000 crimes a year

95.4% of residents feel safe

Our Promise 3



Collecting rubbish efficiently and effectively



Cllr Ian Bosley

Portfolio Holder for
Planning & Environment

What does it mean?

Collecting your rubbish and recycling every week and keeping streets clean

Track Record

You consistently tell us that having a District that is kept clean and tidy is important and we know a vast majority of you like to have both your rubbish and recycling collected every week.

We have prioritised these services through all of our recent funding cuts and managed to do so by seeking more efficient collection routes and making sure street cleaning occurs most regularly where it really needs it.

Over the last two years we have:

- Collected your rubbish and recycling every week (unless deep snow got in the way!)
- Improved our garden waste collection service
- Taken on more business customers for our trade waste service
- Responded within our target times to all fly-tips and abandoned vehicles that are our responsibility to remove
- Saved £100,000 a year by reviewing our refuse collection rounds and making them more efficient

Future plans

We are committed to maintaining a clean and tidy District. By employing our own staff we can continue to be responsive to delivering the services that meet your needs and we can continue to seek ways to keep costs within our budget levels

We will...



Continue to collect your rubbish and recycling each week



Seek ways to increase the amount of rubbish that is recycled



Continue to replace our oldest refuse vehicles with new ones that are more efficient and better for the environment

Continue to ensure that all your waste is either recycled or used to generate electricity

Tonnes of waste collected

32% of waste recycled

None of our waste is land filled

Tonnes of fly tipped waste collected

Number of bin collections each year

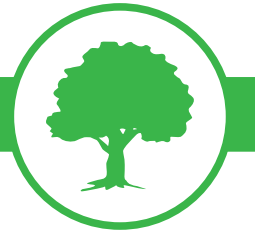
% of bin collections missed each year

Number of abandoned vehicles removed

Weekly cost per household rubbish and recycling collection

Our Promise 4

Protecting the Green Belt



Cllr Ian Bosley

Portfolio Holder for
Planning & Environment

What does it mean?

Managing the housing and business development the District needs whilst protecting the beauty and character of the local area Track Record

Sevenoaks District covers 142 square miles, of which 93% is categorised as Green Belt. Much of the District is rural in character with 60% of the landscape within the Kent Downs and High Weald Areas of Outstanding Natural Beauty.

This presents significant challenges to find the land that is required for new development for housing and for businesses that will continue to make for vibrant local communities.

Over the last two years we have:

- Delivered our target and seen more than 165 new homes across the District each year
- Granted sufficient planning permissions that our target for new housing in the District will be delivered in each of the next five years
- Increased the number of Conservation Area Management Plans from 5 to 13
- Prepared the Districts Allocations and Development Management Plan

Future plans

We will continue to review and update the planning policies we have in place in consultation with the. And we will continue to manage development across the District in accordance with the policies we have in place.

We are very fortunate to live and work in a District with such beautiful towns, villages and countryside which we are committed to preserving as far as possible for future generations.

We will...



Review our Planning Service and seek to make the decision process as consistent and transparent as possible



Review our Statement of Community Involvement and clarify how people can get involved in shaping local planning policy



Work with Town and Parish Councils that wish to adopt Neighbourhood Plans

For more information about our local planning policies please visit www.sevenoaks.gov.uk/ldf

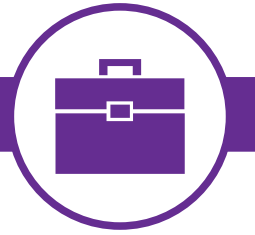
Statistics and Comments to be highlighted in design elements of the pages:

Number of planning applications decided

% of planning applications granted

% of planning applications processed in target time

Our Promise 5



Supporting and developing the local economy



Cllr Roddy Hogarth
Portfolio Holder for
Economic & Community
Development

What does it mean?

Supporting our local businesses, seeking to enhance infrastructure and attracting new business to the District

Track Record

The need to support businesses across our District has been brought in to sharp focus in recent years. It is obvious now more than ever that the Council has a real role to play in supporting businesses that are already here and seeking to bring new businesses to the area to provide job opportunities to the District.

With limited resources we have been seeking out and securing additional Government and European Union funding to enable us to achieve our ambitions for businesses. We are also working hard to review all of our own services to ensure we give businesses the right level of support when they need it.

Over the last two years we have:

- Secured the Marks and Spencer's development in Sevenoaks
- Supported rural businesses with grants through the £1.8m Leader programme
- Hosted business events to ensure we are actively consulting and networking with local businesses to learn more about what matters to them
- Provided funding to Visit Kent to promote the District as a tourist destination for the benefit of our businesses
- Supported apprenticeship schemes and offered young people looking to get in to work the opportunity to gain work experience at the Council
- Campaigned strongly to bring better broadband provision to the District
- Supported Town and Parish Council's in securing Government funding to support business improvements in their local areas

Future plans

We will shortly be concluding work on a new Economic Development Strategy and Action Plan for Sevenoaks District. Consultation with businesses will help us to prioritise our ambitions and help us to provide long term support for our local economy and for people seeking work in the District. Alongside completing our Strategy and Action Plan

We will...



Bring a share of £6.5m of funding to Sevenoaks District to help current businesses with zero or low interest loans to grow their business



Bring £450,000 of funding to the District to help local businesses improve their energy efficiency and reduce their overheads



Consider our own initiatives to bring broadband to parts of the District that major suppliers are unable to prioritise

Statistics and Comments to be highlighted in design elements of the pages:

Number of businesses in the District

1.7% of unemployed people in the District

Designed and printed by the Print Studio



ANNUAL REVIEW OF PARKING CHARGES FOR 2014/15 AND CHRISTMAS PARKING 2013

Cabinet – 7 November 2013

Report of: Chief Officer Environmental and Operational Services

Status: For decision

Also considered by: Economic & Community Development Advisory Committee - 24 October 2013

Key Decision: Yes

Executive Summary: This report is the annual review of parking charges. It proposes options for increases in respect to car park and on-street parking charges to meet the income budget targets for 2014/15, and includes consideration of free Christmas parking for 2013.

This report supports the Key Aim of the effective management of Council resources.

Portfolio Holder Cllr. R Hogarth

Contact Officer(s) Gary Connor x7310

Recommendation to Cabinet: It be RESOLVED that:

- (a) the proposed changes to car park charges for 2014/15 be confirmed, subject to consultation as noted in the report;
 - (b) the proposed changes to on-street parking charges for 2014/15 be confirmed, subject to consultation as noted in the report;
 - (c) free parking be provided in all car parks and on-street parking areas throughout the district for two Saturdays before Christmas 2013; that the preferred dates be confirmed; and that the cost in terms of lost income be funded from Supplementary Estimates;
 - (d) it be confirmed whether amendment of the car park evening charge in Sevenoaks town centre should be considered;
 - (e) it be confirmed whether the introduction of parking charges into the Council office car park on Saturdays should be considered;
 - (f) it be confirmed whether Sunday charges should be considered;
 - (g) the alignment of the on-street tariffs at Knockholt Station with the tariff structure for Swanley be confirmed; and that
 - (h) the standardisation of the on-street tariffs for Westerham town with others in the district be confirmed.
-

Agenda Item 8

Reason for recommendation: to meet the Council's budgets for parking for 2014/15.

Introduction

- 1 Through the Council's budget setting process, the budget plan increase for parking income from both car park and on-street parking for 2014/15 is set at 3.5%.
- 2 In addition to achieving the target increases for both of the parking accounts, and for guide purposes in connection with the budget setting process, the options provided indicate additional income that could be achieved.
- 3 Included in this report is a suggestion that the Council considers repeating its free parking concession on two Saturdays before Christmas.

Background

- 4 Because car park ticket machines do not accept bronze coins, and because of the general lack of availability of 5p coins, parking tariffs are usually set to the nearest 10p. This practice is commonly adopted by local authorities. It should be noted that although a tariff increase of 10p may be relatively low in monetary terms, it can be high in percentage terms depending upon the scale of the charge, particularly in relation to lower tariffs.
- 5 For guide purposes, current car parking charges for neighbouring authorities are attached as Appendix A.
- 6 For information, in relation to parking in the vicinity of rail stations, the current day charge for the station car parks operated on behalf of Southeastern Trains is £6.50 at Sevenoaks, £6.00 at Swanley and £3.50 at Knockholt. Annual season ticket charges at Sevenoaks are £1,176 for Car Park 4 (off Morewood Close) and £1,411 for Car Park 1 (adjacent the station).
- 7 Car Park Proposals
- 8 The approved 10 year budget strategy assumes income will increase by 3.5% each year. For 2014/15, this would amount £70,475.
- 9 The increase in income assumption also has to take into account increases in car park expenditure such as increased maintenance and operating costs.
- 10 There was a shortfall of £107,000 for 2012/13 on the car parks account of which approximately £92,000 related to pay and display income. Although the additional income from the increases approved at last year's review of parking charges, income which applies to the current year, is being achieved, the performance of the account is not sufficient to make up the shortfall from the previous year end. As at the end of September, the total income shortfall was just over £49,000 of which £47,000 related to income from pay and display.
- 11 The development of the London Road area of the Blighs site to provide a new Marks & Spencer store commenced in June 2013. As a result, 49 spaces were

lost from the “old” part of the Blighs car park and, to date, some 20 spaces have been lost in the Pembroke Road car park, but it is expected that the car park will soon have to be given up in its entirety to the residential element of the development. The loss of these parking areas will have an impact upon car park use and, of course, upon parking income in the town. The overall parking situation in the town centre is currently unsettled and whilst care has been taken to account for the likely effects of the development upon the estimations for 2014/15, predictions for parking income are consequently more difficult to make. Investment may need to be made to meet unmet demand for car parking in Sevenoaks town centre.

- 12 The Marks & Spencer development includes the provision of a VMS (variable message signing) system for the town centre. Electronic signs will be installed on the main approaches to the town which will indicate the number of spaces available in the town centre car parks. Thus people will be encouraged to make better use of available spaces in all car parks rather than queue and wait for a space in the most central car park.
- 13 It is hoped that the VMS system will be installed in time for the run up to Christmas, as it would, no doubt, be of benefit at such a busy time of year especially in view of the reduced amount of parking in the town. The system should assist in the assessment of parking behaviour and trends both before and subsequent to the opening of the new M&S store.
- 14 The reduction in long stay parking provision as a result of the development and the impact this will have, and indeed is already having, upon the Buckhurst 2 car park, needs to be carefully evaluated. Whilst the development proposals did not indicate likely issues with short stay provision as a result of the new store, it may be timely to review parking provision in the town with a view to identifying possible options to improve parking should this be considered of benefit to the viability of the town.
- 15 Proposals and options for car park charges are provided and attached as Appendix B. This comprises a table showing individual increases proposed and the resultant income for all three options, and a second table showing the same increases in percentage terms. All income figures quoted are net of VAT.
- 16 All of the options shown more or less achieve the budget target of 3.5%, but in slightly different ways.
- 17 The proposals within each option are not exclusive to that particular option, but can be interchanged or swapped with those in other options to provide a preferred set of proposals should Members so wish. However, care should be taken to maintain charging differentials, particularly between Blighs car park and the other short stay car parks in the town centre.
- 18 Included in Appendix B, as an example and as an option, is the income that could be derived from a flat 10p increase to all pay and display tariffs and a £10 increase to all season tickets. This could achieve an additional £74,000. This could, perhaps, be considered as a further option to those contained in the appendix should Members so wish.

Agenda Item 8

- 19 It should be noted that the achievement of the budget income target is difficult without applying significant increases to certain charges as put forward for consideration in the options provided.
- 20 In formulating the options, an attempt has been made to avoid the areas where increases were applied as a result of the previous review for the current budget year. Hence, there are no proposals in relation to the 1 hour/£1.00 charge in the Buckhurst 1, South Park and Suffolk Way car parks (item 1.5). The same argument has been applied to the charges in the Blighs car park, but the inclusion of some of the changes is unavoidable if the budget target is to be met.
- 21 Option 1 comprises an increase of 20p on all 2 hour, 3 hour and 4 hour tariffs and an increase of £20 for all season tickets in Sevenoaks town centre and Sevenoaks station car parks. In respect to the car parks at St Johns Hill, Sevenoaks, in Swanley and in Westerham, an increase of 10p is proposed to the shorter stay tariffs of 30 minutes, 1 hour and 2 hours, and an increase of 20p to the longer stay periods of 3 to 4 hours and all day.
- 22 In Option 2, the increases for the Buckhurst 2 car park have been reduced to 10p for all day parking and to £10 for season tickets, and no increases are proposed for the 30 minute and 1 hour periods in the Sevenoaks St Johns Hill, Swanley and Westerham car parks. However, this means that higher increases need to be applied elsewhere, as can be seen. It could be argued that the same consideration ought to be given to the long stay charges in these car parks, but they are currently significantly lower than the charge in Buckhurst 2.
- 23 In Option 3, by generally applying larger increases to the longer periods of stay, the car parks at Sevenoaks St Johns Hill, Swanley and Westerham can be less effected. Because of increased pressures upon long stay parking in the Buckhurst 2 car park and, consequently, the unpredictability of short stay use in the car park, any likely income from short stay in the car park has not been included in the overall income calculation. However, any increases approved in relation to the Buckhurst 1, South Park and Suffolk Way short stay car parks will automatically be applied to Buckhurst 2 as this will remain as joint short/long stay use.
- 24 The two-day ticket in the Bradbourne car park will be automatically adjusted so that its twice the day ticket rate.
- 25 In relation to the Vicarage Hill car park in Westerham, because of its central location and close proximity to on-street parking areas, we have traditionally adopted the on-street tariff structure in the car park. There are no proposals to vary this policy.
- 26 The cost of altering ticket machines and signing has been taken into account in the budget figures provided.
- 27 The adjustment of car park charges will require an amendment to the Council's Off-Street Parking Places Order. The process requires the Council to undertake statutory public consultation by way of Public Advertisement of the proposals. To enable any revised charges to take effect at the beginning of April 2014, the proposals would need to be advertised in January so that any objections received

could be reported to Cabinet for consideration in February to facilitate implementation on, or as soon after, 1st April 2014.

Car Parks – 30 Minute Free Parking

- 28 The option of 30 minutes free parking has been raised and consequently the implications of providing this have been investigated as part of this review. Unfortunately, it is not possible to provide free parking during the day on an ad-hoc basis without it having a significant impact upon parking income.
- 29 If 30 minute free parking were to be provided, it would follow that those people currently parking for 30 minutes in the Blighs car park would not need to buy a ticket. There would be similar implications in respect to the other town centre car parks where, if it were to be assumed that, say, one third of people parking for 1 hour would take advantage of 30 minute free parking, the resultant loss of income could be in excess of £100,000.
- 30 In addition, from a parking management point of view, it would be difficult to effectively control such a scheme and ensure that the free parking concession was not abused.

Car Parks – Evening Charge

- 31 The evening charge was introduced in the Sevenoaks town centre car parks in 2004 and has not been amended since. Although Sevenoaks is one of a few Councils in Kent with an evening charge, they may be scope to consider a small increase. Alternatively, the evening charge could be replaced by an extension of the day-time tariff into the evening period. Ticket sales are approximately 54,000 annually, so even a small increase could achieve significant additional income.

Car Parks – Council Office Car Park

- 32 Members may be aware of the increasing popularity of the Council office car park which is available to the public free-of-charge and without time limitation on Saturdays. Whilst it is acknowledged that this provides a useful parking facility to supplement those in the town centre on Saturdays, it is believed that the car park is being increasingly used for long stay parking which effectively reduces availability for short stay shopping use, as originally intended.
- 33 The introduction of pay and display charges could be considered to better manage and control the use of the car park. If this were to be considered, we would need to be mindful of possible displacement onto the surrounding residential roads where there is free parking for up to two hours and care would need to be taken in setting the level of charges to reduce any likely impact.

Car Parks – Sunday Charges

- 34 The inclusion of Sunday charges had not been previously considered in any great detail and does not form part of the proposals within this report. However, asking people who park on Sundays to contribute towards the parking facilities they are using would be a means of raising further income. The evening charge was introduced on the basis that people who were using the car parks during the

Agenda Item 8

evening period were not contributing to the upkeep of the facility in the same way as those parking during the day. The same argument could be said to apply to the use of the car parks on Sundays.

- 35 Survey data would need to be collected to enable an assessment to be undertaken, but it is understood that many of the car parks are well used on Sundays. The impact to surrounding residential areas would, of course, need to be taken into account.
- 36 Sunday charges are gradually becoming more the norm with many local authorities and this may be something that Members feel may warrant further investigation as a means of contributing to the budget and easing the burden upon the main areas of parking charges.

On-Street Proposals for 2014/15

- 37 The approved 10 year budget strategy assumes income will increase by 3.5% each year. For 2014/15, this would amount £19,101.
- 38 Three options to achieve this are provided in Appendix C for consideration.
- 39 The outcome of last year's review was that an increase of 10p was applied to all the 30 minute tariffs. These have, therefore, been excluded from consideration in this year's review. Similarly, as the charging structure for residents' and business permits was amended in 2012, these are not considered as part of this review.
- 40 In Option 1, a 10p increase is applied to all 1 hour and 2 hour charges throughout.
- 41 Option 2 has a 20p increase to all 2 hour charges.
- 42 Option 3 mainly concentrates on the longer stay periods by proposing a 20p increase to the 4 hour and all day charges, although a 10p increase to the 2 hour charge is also included in order to achieve the target.
- 43 When the Knockholt station parking scheme, which is actually in Halstead parish, was introduced in October 2011, it was intended to align the charges with those for the Swanley area, but this was not recommended at last year's review because the scheme was subject to a review. This review has now been undertaken and there are no outstanding amendments pending to the scheme. Therefore, as part of this parking charge review, it is recommended that the Swanley charging structure is adopted for the Knockholt station area. This will have the benefit of overcoming issues with people currently using the pay by phone system to buy multiples of the 4 hour charge (60p) to obtain cheaper all day parking.
- 44 In last year's review it was suggested that the charging structure for the on-street pay and display areas in Westerham be standardised with others elsewhere in the district, however, Members were not minded to approve the proposal. It is recommended that this be reconsidered as part of this year's review.
- 45 Any on-street proposals would require an amendment to the Traffic Regulation Order. The process requires the Council to undertake statutory public consultation by way of Public Advertisement of the proposals.

Christmas Parking 2013

- 46 In previous years, to encourage people to shop locally and to help support local businesses in the face of competition from other shopping areas in the region, the Council provided free parking in all car parks and on-street parking areas on two Saturdays before Christmas. Members are asked to consider repeating the free parking concession this Christmas.
- 47 It should be noted that this would only apply to Sevenoaks and Westerham as parking charges in Swanley and in Halstead (outside Knockholt station) only apply Monday to Friday.
- 48 Coincidentally, we have received a joint request from the Government's Department for Business Innovation & Skills and Department for Communities and Local Government to support the first ever "UK Small Business Saturday" on 7 December, which is being promoted nationally. The request, attached as Appendix D for information, is aimed at supporting small businesses and the viability of town centres. One of the suggested measures is the waiving of town centre parking charges for the day, which fits well with our traditional Christmas free parking concession.
- 49 In view of this, and although the day is early in the month, Members are requested to consider supporting this event and to confirm that the 7 December should be adopted as one of the free Christmas parking days. Should this be recommended, we would then need to determine the most suitable day for the second free Saturday we normally provide, and Members are asked whether the 21 December would be the most suitable.
- 50 We are in the process of inviting the views of the Sevenoaks Chamber of Commerce, the Sevenoaks Town Council and the Westerham Town Council regarding the Small Business event and the preferred dates for the free parking concession, and will report any responses received at the time of the meeting.
- 51 It should be noted that the provision of free parking will enable people to park up to the maximum period of stay should they so wish, which is likely to reduce the turnover of spaces. However, all parking areas will be enforced as normal to ensure compliance with general conditions of use.
- 52 As last year, all ticket machines would be closed-off with suitable signing provided to advise users that they do not need to pay.
- 53 The parking areas operated by Sencio at the Sevenoaks leisure centre form part of the Suffolk Way car park. Sencio will be requested to confirm its support for the Christmas free parking concession again this year.
- 54 It is estimated that the loss of income for all car parks and on-street areas throughout the district for each Saturday would be in the region of £8,000. Therefore, the total cost of providing free parking for the two Saturdays is estimated at £16,000. It is suggested that should free parking be made available for Christmas 2013, it be funded from the Supplementary Estimates.

Agenda Item 8

Christmas Lights Events 2013

- 55 Members are advised that the provision of free parking in connection with Christmas Lights events being held in Westerham on 28 November (free parking from 5pm) and in Sevenoaks on 29 November (free parking from 6pm) is being considered by the Council's Portfolio Holder for Economic and Community Development. The Council is pleased to support these events. It should be noted that the Sevenoaks event is also traditionally supported by Sencio Leisure.

KEY IMPLICATIONS

FINANCIAL

- 56 Proposals to increase parking income are required to meet the Council's budget targets set in respect to car park and on-street parking.
- 57 The financial implications are evident in the report and appendices.

LEGAL IMPLICATIONS AND RISK ASSESSMENT STATEMENT.

- 58 As mentioned earlier in this report, any changes to the car park charges will necessitate an amendment to the Car Park Order and similarly, any changes to the on-street parking charges will necessitate an amendment to the Traffic Regulation Order. There are set legal processes to be followed in respect to both of these Orders.
- 59 The estimated figures are based upon current levels of patronage. The introduction of higher parking charges could lead to reduced patronage and, hence, the under-achievement of the income levels estimated in this report.

EQUALITY IMPACTS

- 60 There is a low risk that any of the options presented will have an adverse impact on people with 'protected characteristics' under the Equality Act. There are no apparent issues of direct relevance to parking charges as our car parks are open to use by anyone who chooses to do so. Free parking is generally available in roads just out from the town centres, although in some cases this might be limited to 2 hours. Free parking is offered for those with disabilities who hold a Blue Badge and this remains unaffected. Any issues will be monitored through complaints received.

COMMUNITY IMPACT AND OUTCOMES

- 61 The introduction of parking charge increases is likely to have an impact to some degree upon those people from the local community and visitors from outside the district who use the parking facilities, although it is impossible to quantify any likely resultant effect. Rather than pay any higher charges, people may instead decide to park for shorter periods, may lessen the frequency of their visits or may choose to go elsewhere.

HUMAN RIGHTS

- 62 There are no human rights issues or implications.

CONCLUSIONS

- 63 Proposals and options to meet the budget income targets are detailed in the appendices to this report. It is important that the proposals are considered making reference to the Parking Charges for Neighbouring Authorities, which are appended to this report.

Appendices

Appendix A – Parking Charges for Neighbouring Authorities

Appendix B – Options for Car Park Charges

Appendix C – Options for On-Street Parking Charges

Appendix D – Request regarding “UK Small Business Saturday”

Mr Richard Wilson
Chief Officer Environmental and Operations Services

This page is intentionally left blank

CURRENT PARKING CHARGES FOR NEIGHBOURING AUTHORITIES – AS AT OCTOBER 2013

(Charges shown relate to town centre car parks)

	Dartford ①	Gravesham	Maidstone ②	Orpington (L.B. of Bromley)	Oxted (Tandridge)	Sidcup (L.B. of Bexley)	Tonbridge & Malling ③	Tunbridge Wells ④	Sevenoaks
Charges apply:	8am – 6.30pm Mon - Sat	8am - 6pm Mon - Sat	8am – 6.30pm Mon - Sun	7.30am - 6.30pm Mon - Sat	7am–5pm Mon - Frid	8am - 6pm Mon - Sun	8am - 6pm Mon - Sat	8am - 6pm Mon - Sat and 10am - 5pm On Sundays	8.30am - 6.30pm Mon - Sat
Short Stay									
0 – 30 minutes	--	--	50p	--		--	50p	--	(Blighs in brackets) -- (70p)
0 – 1 hr	£1.00	80p	80p – 90p	30p	Up to 4 hours free parking except in one car park where the charge is £4.60 for parking before 10am.	50p – 90p	£1.00	£1.00 - £1.20	£1.00 (£1.30)
1 – 2 hrs	£1.00	£1.50	£1.60 – £2.00	30p		£1.00 – £1.20	£1.70	£1.70 - £2.20	£1.60 (£2.50)
2 – 3 hrs	£2.00	£1.50	£1.60 – £2.00	--		£1.30 – £1.60	£2.30	£2.40 - £3.20	£2.20 (£4.20)
3 – 4 hrs	£2.00	£2.00	£1.60 – £3.00	--		£1.30 – £1.60	£2.80 – £3.30	£3.20 - £4.20	£3.20 --
Evenings	£1.00	--	£1.50	--		--	--	--	£1.00
Long stay									
All day	£4.00	£3.00- £6.50	£6.00	n/a		£3.80 – £10.00	£4.90	£4.70 – £10.00	£4.20

① Dartford: one car park has 50p for up to 1 hour; the evening charge does not apply to all car parks

② Maidstone: charges apply 7 days a week; a £1.50 charge applies evenings and overnight.

③ Tonbridge & Malling: the 50p charge for 30 minutes is not available in all car parks.

④ Tunbridge Wells: charges apply 7 days a week (but from 10 to 5 on Sundays).

This page is intentionally left blank

CAR PARK TARIFFS				Example		Proposed Increases			Estimated Income			
Item No.	Description	Charge Period	Current Charge	Income from 10p/£10 increase		Option 1	Option 2	Option 3	Option 1	Option 2	Option 3	
1.0	SEVENOAKS TOWN CENTRE - Blighs											
1.1	Short stay	30 minute	70p	10p	£8,000							
1.2	" "	1 hour	£1.30	10p	£10,800							
1.3	" "	2 hours	£2.50	10p	£7,300	20p	20p	20p	£13,800	£13,800	£13,800	
1.4	" "	3 hours	£4.20	10p	£1,500	20p	30p	30p	£2,800	£4,000	£4,000	
	Buckhurst 1, South Park, Suffolk Way											
1.5	Short stay	1 hour	£1.00	10p	£14,000							
1.6	" "	2 hours	£1.60	10p	£7,900	20p	20p	20p	£15,000	£15,000	£15,000	
1.7	" "	3 hours	£2.20	10p	£3,500	20p	20p	30p	£6,600	£6,600	£9,400	
1.8	" "	4 hours	£3.20	10p	£1,700	20p	30p	30p	£3,200	£4,600	£4,600	
	Buckhurst 2											
1.9	Long stay	all day	£4.20	10p	£3,500	20p	10p	20p	£6,600	£3,500	£6,600	
1.10	Season tickets	year	£819	£10	£1,500	£20	£10	£20	£3,000	£1,500	£3,000	
2.0	SEVENOAKS STATION											
2.1	Long stay	all day	£6.50	10p	£2,000	20p	20p	30p	£4,000	£4,000	£6,000	
	Season tickets:											
2.2	Bradbourne	year	£1,060	£10	£1,500	£20	£20	£30	£3,000	£3,000	£4,500	
2.3	Sennocke	year	£1,100	£10	£500	£20	£20	£30	£1,000	£1,000	£1,500	
3.0	SEVENOAKS ST JOHNS HILL											
3.1	Short stay	30 minute	20p	10p	£2,000	10p			£2,000			
3.2	" "	1 hour	40p	10p	£1,000	10p			£1,000			
3.3	" "	2 hours	60p	10p	£800	10p	20p		£800	£1,500		
3.4	" "	3-4 hours	£1.00	10p	£500	20p	30p		£1,000	£1,400		
3.5	Long stay	all day	£2.90	10p	£300	20p	20p	20p	£600	£600	£600	
4.0	SWANLEY											
4.1	Short stay	30 minute	20p	10p	£400	10p			£400			
4.2	" "	1 hour	40p	10p	£300	10p			£300			
4.3	" "	2 hours	60p	10p	£400	10p	20p		£400	£300		
4.4	" "	3-4 hours	£1.00	10p	£400	20p	30p		£400	£500		
4.5	Long stay	all day	£3.70	10p	£600	20p	20p	20p	£1,000	£1,000	£1,000	
5.0	WESTERHAM											
5.1	Short stay	30 minute	20p	10p	£200	10p			£200			
5.2	" "	1 hour	40p	10p	£700	10p			£700			
5.3	" "	2 hours	60p	10p	£1,000	10p	20p		£1,000	£1,900		
5.4	" "	3-4 hours	£1.00	10p	£900	20p	30p		£900	£4,900		
5.5	Long stay	all day	£2.90	10p	£800	20p	20p	20p	£800	£600	£600	
			Total:		£74,000				Total:	£70,500	£69,700	£70,600
			Percentage:		3.68%				Percentage:	3.50%	3.46%	3.51%

This page is intentionally left blank

ON-STREET PARKING TARIFFS				Proposed Increases			Estimated Income		
Item No.	Description	Charge Period	Current Charge	Option 1	Option 2	Option 3	Option 1	Option 2	Option 3
6.0	SEVENOAKS TOWN CENTRE (High Street, London Road, South Park)								
6.1	Short stay	30 minutes	20p						
6.2	" "	1 hour	60p	10p			£6,600		
6.3	" "	2 hours	£1.20	10p	20p	10p	£5,300	£10,600	£5,300
7.0	SEVENOAKS TOWN COMMUTER AREAS (Plymouth Drive, Holly Bush Lane)								
7.1	Short stay	30 minutes	20p						
7.2	" "	1 hour	60p	10p			£100		
7.3	" "	2 hours	£1.20	10p	20p	10p	£100	£200	£100
7.4	long stay	all day	£2.40			20p			£2,800
8.0	SEVENOAKS RAIL COMMUTER and COURTS AREAS (St Botolphs, Morewood Close)								
8.1	Short stay	30 minutes	20p						
8.2	" "	1 hour	60p	10p			£300		
8.3	" "	2 hours	£1.20	10p	20p	10p	£300	£600	£300
8.4	" "	4 hours	£2.20			20p			£1,200
8.5	long stay	all day	£5.30			20p			£3,200
9.0	SWANLEY (Azalea Drive, Goldsel Road)								
9.1	short stay	30 minutes	20p						
9.2	" "	1 hour	60p	10p			£50		
9.3	" "	2 hours	£1.20	10p	20p	10p	£50	£100	£50
9.4	" "	4 hours	£2.20			20p			£100
9.5	long stay	all day	£3.30			20p			£2,600
10.0	WESTERHAM (The Green, Market Square, Fullers Hill, Croydon Road)								
10.0	short stay	30 minutes	20p						
10.1	" "	1 hour	50p	10p			£3,700		
10.2	" "	2 hours	£1.00	10p	20p	10p	£5,000	£10,000	£5,000
11.0	KNOCKHOLT STATION								
11.1	short stay	4 hours	60p			20p			£150
11.2	long stay	all day	£3.00			20p			£2,200
						Total:	£21,500	£21,500	£20,650
						Percentage:	3.94%	3.94%	3.78%

This page is intentionally left blank



Department
for Business
Innovation & Skills



Department for
Communities and
Local Government

06 September 2013

Dear colleague,

We are writing to ask for your support for the first ever UK Small Business Saturday, which will be held on 7 December this year.

Small Business Saturday will be an excellent opportunity to raise the profile of small businesses of all kinds, both locally and nationally, and to encourage people and organisations to do business with them. Doing business with small business often means doing business locally - bringing life back to high streets and town centres and making them centres of the local community. Small Business Saturday should also allow us to highlight the wide variety of models which contribute to local growth, such as social enterprises, mutuals, charities and community run organisations.

As you may be aware, the initiative has been a great success in the United States, where it was pioneered by American Express and quickly taken up by Federal and state authorities, big businesses and many other organisations. We hope to be able to replicate this success in the UK, to help small businesses which are so important for growth. This is not a politician-led initiative - many organisations and businesses are getting behind it, each doing what they can within their field, and you may already be making plans. But the Prime Minister, government and all major political parties fully support this event and for our part are using our influence and contacts to open doors and prompt support.

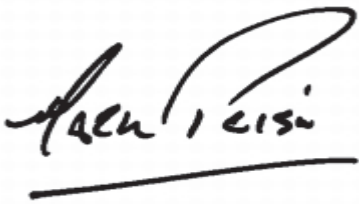
We would encourage you to think about how you can promote Small Business Saturday in your area and welcome feedback on what you plan to do. This could include co-ordinating with activities and events already planned, for example:

- waiving town centre parking fees on the day
- working with Town Centre Managers to encourage promotional activity on High Streets
- linking the day to plans you already have for Christmas markets
- encouraging and enabling pop-up shops
- space for community organisations to promote activities supporting and involving local small businesses
- Meet the Buyer events or clinics opening up council procurement opportunities to small businesses.

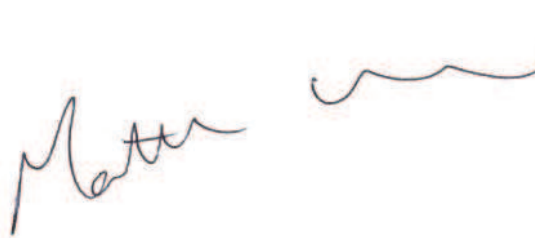
Agenda Item 8

We are very pleased that American Express is supporting this UK initiative and has agreed that local authorities can use the Small Business Saturday brand they have developed. Our officials will send details of this separately, along with further information about the day.

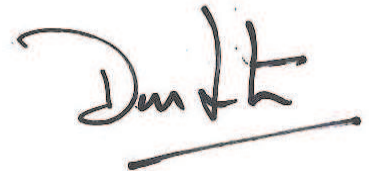
If you wish to be involved in this day, please inform our officials of a named contact if possible by Monday 30 September. If you have any queries, please get in touch with Sarah Fox (sarah.fox@communities.gsi.gov.uk or T: 0303 444 1173) or Val Hewson (val.hewson@bis.gsi.gov.uk or T: 0114 207 5116).



MARK PRISK MP



MATTHEW HANCOCK MP



RT HON DON FOSTER MP